

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 6/22/15

P L E A S E   P O S T   C O N S P I C U O U S L Y

SARATOGA COUNTY DEPARTMENT OF PERSONNEL ANNOUNCES  
AN OPEN-COMPETITIVE EXAMINATION FOR

### LABORATORY TECHNICIAN – COUNTY SEWER

EXAMINATION #60308

LABORATORY TECHNICIAN- COUNTY SEWER, Saratoga County.

The results of the exam will be used to fill vacancies as they occur in all agencies under the jurisdiction of the Saratoga County Personnel Department.

SALARY: \$45,785

LAST DAY TO FILE IS AUGUST 5, 2015

DATE OF THE EXAMINATION IS SEPTEMBER 12, 2015

**NOTICE: RELIGIOUS ACCOMMODATIONS/HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

**RESIDENTS:** Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

**APPLICATION FEE:** An examination fee of \$10.00 (Residents and Non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. Please make checks payable to the **Saratoga County Treasurer's Office**. **This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.**

**WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Personnel office.**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical laboratory work involving the physical, chemical, bacteriological, and microscopic examination of raw and treated water, wastewater and sludge at a County wastewater treatment facility. The work is performed in accordance with prescribed procedures requiring a high degree of accuracy. Direct supervision is received from a Sanitary Chemist.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or NYS registered four-year college with an Bachelor's Degree in laboratory technology or related field and one (1) year of experience in a public health laboratory in the performance of laboratory tests involving water or sewage analysis; Or
- B. Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in laboratory technology or related field and three (3) years of experience in a public health laboratory in the performance of laboratory tests involving water or sewage analysis;

**THE WRITTEN TEST** will be designed to measure knowledge, skills and/or abilities in such areas as:

**1. Wastewater sampling and measurement techniques and devices-**These questions test for knowledge of the principles, practices, techniques and equipment involved in collecting wastewater samples from various sources; properly handling these samples; and testing and analyzing these samples for their physical and chemical components and properties.

**2. Laboratory practices, techniques, and equipment in the analysis and treatment of water, sewage, and industrial wastes-**These questions test for knowledge of the methods, procedures, equipment, and instrumentation involved in the sampling, testing, analysis, and treatment of water, sewage, and industrial wastes, and may include such areas as the typical physical, chemical, and microbiological characteristics of water, sewage, and industrial wastes; sample preparation, preservation, and testing; and the use and characteristics of various methods, instruments and equipment utilized in the testing laboratory.

**3. Laboratory practices, techniques, and equipment-**These questions test for knowledge of basic laboratory practices, techniques, and equipment, and may include such areas as proper and safe techniques to use in sample preparation and analysis; uses and characteristics of laboratory supplies, equipment, and instrumentation; principles and practices of laboratory safety; preparation of solutions of various concentrations; and terminology and underlying scientific principles associated with laboratory work.

**4. Organizing data into tables and records-**These questions test your ability to combine and manipulate information into a specified format. You will be given numerical data in tabular and/or narrative form, and you must compile it into tables or records. Ability to add and subtract is required. All information necessary to answer the questions is given. No knowledge of specific bookkeeping, account-keeping, or recordkeeping systems is required.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**NOTICE TO CANDIDATES:** “UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, AND SOLAR OR BATTERY POWERED CALCULATORS. Devices with “Typewriter Keyboards,” ‘Spell Checkers,’ ‘Personal Digital Assistants,’ ‘Address Books,’ ‘Language Translators,’ ‘Dictionaries,’ or any similar devices are **prohibited**.

**ELIGIBLE LIST:** A candidate’s eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

**SECTION 243-b** provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

**SECTION 85a OF THE CIVIL SERVICE LAW:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**VETERAN CREDITS:** For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

- World War II – December 7, 1941 to and including December 31, 1946
- Korean War – June 27, 1950 to and including January 31, 1955
- Vietnam Conflict – February 28, 1961 until May 7, 1975
- Lebanon – June 1, 1983 – December 1, 1987
- Grenada – October 23, 1983 – November 21, 1983
- Panama – December 20, 1989 – January 31, 1990
- Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.

Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran’s credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

**SECTION 23.2:** This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations which deal with the rating of examinations will apply.

**APPLICATIONS:** You may get application forms by writing, downloading from our [website www.saratogacountyny.gov](http://www.saratogacountyny.gov), phoning 518-885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER